

CHAPTER XVII**PURCHASE OF STORES***SECTION I: STATUTORY RULES—NIL.**SECTION II : NON-STATUTORY RULES*

[Framed under G. R., H. D., No. RJM-1058 (XVII)-IV, dated 1-2-1966 and brought into force w.e.f. 15-2-1966.]

1. Superintendents of Prisons shall communicate to the Regional Deputy Inspector General of Prisons in General Form No. 248 their annual requirements of the articles of stores at least one and half month before the last date fixed for receiving the indent concerned by the Central Stores Purchase Organisation, Bombay as under, *vide* Government Resolution, Industries and Co-operation Department, No. SPO-2258-IND-II, dated the 25th September 1958:—

* (i) Annual indents of all the requirements of the Jail Superintendents should be consolidated in the office of the Inspector General of Prisons, who should place one bulk indent on the Central Purchase Organisation. All normal indents i.e. for items the requirements of which can be forecast should be placed between June to 30th September of the year and the remaining items during the period from October to December by the Inspector General of Prisons with the Central Stores Purchase Organisation.*

(ii) Indents for specialised type of stores in respect of which considerable time is required for preparation of details, specifications, etc. should be placed, in any case before the end of December of each year.

(iii) Ordinarily no indents in respect of supplies required before the end of the financial year should be placed after December. In the case of emergent requirements, however, a special case may be made out and the indent may be placed before 31st January. Such cases should, however, bear the certificate of the Secretary of the Home Department indicating the emergent nature of the requirements and should be addressed to Secretary, Industries and Labour Department who will then decide on the further action to be taken.

- Substituted by Government, Home Department Resolution No. RJM-1058 (XVII)-XVI, dated 2nd February 1971.

(iv) Separate indents (in triplicate) should be submitted to the Central Stores Organisation for different groups of stores such as (a) Machine tools, electric machinery, agricultural machinery, boilers, automobile, (b) Electrical goods and accessories, (c) scientific and measuring instruments, (d) General Hardware, metal sheets and road pipes and tools etc., (e) Stationery, (f) Textiles, Uniforms, leather goods and rubber goods, (g) Furniture and office-equipment, (h) Chemicals, medicines, drugs, disinfectants, oils, paints, lubricants, photographic goods,

(v) †,

(vi) Indents other than annual as well as indents ordinary supplementary should be sent to the Central Stores Purchases Organisation periodically consolidating the demands which can be foreseen, as far as possible, in triplicate, in the prescribed form. Such indents may be sent by the Inspector General of Prisons consolidating the common requirements and bulking other items of different specifications of the various subordinate officers under his control.

(vii) “An indent on the Central Stores Purchase Organisation should not contain an item of stores the total value of which is less than Rs. 5,000 except those stores which are not available locally and also those stores for which the Central Stores Purchase Organisation has made annual quantity or running rate contracts, provided this authorisation should not be construed as authorisation for purchase of goods locally in small quantities from time to time by keeping expenditure below Rs. 5,000 at a time even if the annual expenditure exceeds Rs. 5,000”.

(viii) If the Superintendents desire to purchase materials of imported origin, they should move the Inspector General much in advance (i.e. beginning of the financial year) with a view to obtaining whenever possible foreign exchange facilities through the Government of India in respect of such purchase and place their indents with the Director of Industries and Central Purchasing Officer.

(ix) Indents in the following cases should not be placed with the Central Stores Purchase Organisation, Bombay:—

(a) Items for which rate or running contracts have been entered into either by the Director General of Supplies and Disposals, Government of India,

†Deleted by Government, Home Department Resolution No. RJM/1058/(XVII)-XVI, dated 2nd February 1971.

- Substituted by Government Home Department Resolution No. RJM-1058 (XVII) XVI, dated 2-2-71.

or the Central Stores Purchasing Organisation. They can be operated upon by the Direct Demanding Officers within prescribed limits. If any Department want additions, it should approach Government in good time.

(b) Items which are available locally and which are mentioned in the list appended as Appendix I.

(*Note.*—Possible lapse of Budget allotment is no reason for direct local purchase).

(c) Spare parts of particular manufacturers for their own machinery and automobiles and for which there are no rate contracts to the extent of 10 per cent of the cost of the machinery in a year.

(x) In the case of Second-hand machinery, scarce stores and spare parts not covered by (a) and (c) above, the Indenting Officers should get into touch with the Central Stores Purchasing Organisation, which will advise them suitably (*see note below 11*).

(xi) In case of stores in which one particular dealer holds a monopoly of the trade and in which only one Department is interested, that Department, should point out the need for any special treatment desired.

[*Note to (x) and (xi):*—If the Central Stores Purchase Organisation advises direct purchases by the Department, the matter should be put up to the Committee appointed as per Industries and Co-operation Department, Circular No. SPO. 2259/IND-II, dated the 6th February 1959].

(xii) The indents which are incomplete or not certified as within the budget provision or for which there is no provision, will be rejected by the Central Stores Purchase Organisation. Once the indents are placed, the Indenting Officer should not alter them. They should not negotiate with any party on any account. If the Department or an Officer considers negotiations necessary on any ground, the Central Stores Purchasing Officer will do so with the assistance of the Liaison Officer of the Department.

2. The Regional Deputy Inspector General shall consolidate the annual requirements of articles requisitioned by the Superintendents of Prisons, in his region and submit the consolidated indent to the Inspector General who shall arrange for the supply of the materials in the manner specified below:—

(i) The Inspector General may direct the Regional Deputy Inspector General to make local purchases, at competitive rates, of those articles

which are included in the list of schedule 2 of Appendix II of the Second edition (re-print) of E. P. No. 1 and/ or those which are occasionally required in small quantities and the local purchase is permissible under the rules.

(ii) Supplies of requirements of teak-wood shall be arranged through the Forest Department direct to the Jails concerned.

(iii) Articles manufactured by Government departments or institutions will be supplied by such departments or institutions direct to the Jails concerned in accordance with the Inspector General's instructions.

(iv) The Inspector General should communicate on or before the prescribed dates as prescribed in rule 1 above, the requirements in respect of articles other than those specified in sub-rules (i) to (iii) above and the total value of which exceeds *[Rs. 5,000]* to the Central Stores Purchasing Officer, Bombay, who will call for tenders and in appropriate cases carry on negotiations with various contractors and obtain samples of articles from them.

A suitable Officer of the Jail Department should attend the office of the Central Stores Purchase Officer for joint scrutiny and scrutinise the Tenders along with the tender samples, wherever necessary and approve the quotations, take notes and obtain duplicate sample for his and consignee's future reference and attest his signature and seal to the sample so approved and hand them over to the concerned officer of the Central Stores Purchase Organisation for further consideration and placement of the orders with the contractors. The contractor will then take such action as directed in A/T in respect of putting up the stores for inspection and despatch, etc. The abovementioned officer of the Jail Department should help the Central Stores Purchase Organisation in inspecting the Stores.

†*Note.*—An Indent for an item or items, the estimated total cost of which is likely to exceed Rs. 5,000 may also be sent to the Central Stores Purchase Organisation. The limit of Rs. 5,000 is not rigid and cannot be strictly observed because of the fluctuation of prices in the market. Variations of 5% will be allowed on condition that this allowance should not be claimed automatically, but be utilised only in case of real difficulties. In case any or all of such items cannot be stored for long

*—*Substituted by Government. Home Department Resolution No. RJM-1058-(XVII)-XVI, dated 2nd February 1971.

†—† Added by Government, Home Department Resolution No. RJM-1058-(XVI), XVI, dated 2nd February 1971.

time, the Central Stores Purchase Organisation may be asked to fix an annual rate contract or running contract as the case may be, for such items indicating the quantity that can be supplied by instalments from the total quantity of the running contract, provided the indent should not include such items as can be purchased directly by the indentors under the rules and orders.!

3. *.....*

4. The Superintendent shall see that the following instructions are invariably observed by the concerned Jail Officers under him :—

(i) When any goods are being despatched, packing used for the consignment should be reasonably sound and that a detailed list of the contents and their respective values separately for each case or packing showing clearly which case or packing contains any particular contents should be sent so as to reach the consignee not later than when he is due to take delivery of the consignment.

(ii) Whenever any goods are received, he should see that the delivery is taken within the time allowed free of wharfage and demurrage.

(iii) Open delivery of the goods should be asked for :—

(a) Whenever the outer packing is damaged; or (b) whenever such open delivery is considered necessary by him and the same is possible under the rules of the Railway Administration. While taking delivery the extent of any loss, destruction or deterioration should be noted by the consignees in the delivery books of the Railways, giving full details of such loss, destruction or deterioration. A copy of the remarks noted by the consignee in the delivery book should be obtained from the Station Master.

(iv) Every claim against the Railway Administration should be lodged:—

(a) *Within a fortnight* after any loss, destruction or deterioration is noticed in the case of open and/or partial delivery, and in the case of non-delivery immediately after the expiry of the “Date* when the goods should have ordinarily arrived at the destination; and in every case within *three months or the period of time allowed by the railway for lodgement of claims whichever is earlier* from the date on which the goods were delivered to the Railway Administration for being carried.

- Deleted by Government, Home Department Resolution No. RJM-1058-(XVII), dated 2nd February 1971.

(b) The letter lodging the claim should be sent by registered post, acknowledgment due, addressed generally to the Chief Commercial Superintendent of the Railway concerned.

(c) The letter lodging the claim should give:—(i) The identification marks of the case or cases, or packing or pickings, the contents in which are lost or damaged; (ii) The list of the articles lost or damaged; (iii) The amount of compensation claimed; (iv) The names of the stations of booking and delivery; (v) The No. and date of the Railway Receipt under which the material was carried and of the invoice thereof.

This letter should except in the case of non-delivery, be accompanied by a verbatim copy of the remarks of loss or damage referred so in (ii) above. The original copy obtained from the Station Master should be preserved carefully.

5. After the claim is preferred, the matter should be pursued diligently with the Railway Administration. If the claim is not decided to the satisfaction of the claimant by the Railway Administration concerned within one year from the date on which it is lodged, the matter should be reported to the Government in the Home Department through the Inspector General of Prisons for being taken up with the Railway Administration or, if necessary, with the Railway Board.

5-A. The consignments of stores, received from contractors and other sources shall be inspected within a week's time by a panel of not less than three members chosen from among the undermentioned officers. The Superintendent should invariably be on the panel.

- (1) Senior Jailor,
- (2) Medical Officer or Maharashtra Medical Service Officer (when Medical Stores are received),
- (3) Factory Jailor or Factory Manager,
- (4) Agricultural Officer,
- (5) Accountant,
- (6) Store Keeper.

The Committee shall examine the consignment outwardly for any signs of its having been tampered with and then have it opened without damaging the seal if any on the parcel and check the contents.

6. In cases where the seal on the consignment is not tampered with, the Committee shall open it and compare the contents in the consignment with the approved samples, if such samples are preserved according to rules. If after careful examination of the contents of the whole consignment the Committee finds that the articles supplied are wholly or partially of inferior quality, the Central Purchasing Officer shall be immediately asked through the Liaison Officer to depute his own inspecting staff to check the specifications of the stores supplied by the contractors with the approved samples of articles and to decide whether the articles should be rejected or not in case the contract for the supply of the articles was given through the Central Purchasing Officer; and in other cases the Committee may reject the articles and inform the party concerned immediately. The rejected articles shall be removed by the supplier and replaced with articles as per approved samples at his own cost.

7. All the articles received and accepted by the Committee shall be taken to the prescribed stock registers.

8. The aluminium mugs and bowls shall be separately numbered by being stamped with a steel die from 1 upwards. The number of the mug and bowl (both should bear the same number) issued to each convict shall be entered in his history ticket. When any mug or bowl is condemned the article that replaces it shall bear the same number as that which has been condemned. The number on the mug shall be stamped on the outside, half an inch below the rim and that on the bowl shall be impressed on the inside, half an inch below the rim.

Articles of
clothing and
bedding for
prisoners.

9. An estimate of clothing requirements for twelve months shall be prepared in Form No. I and submitted to the I. G. by the Superintendents of Prisons in the 1st week of April every year. The I. G. will scrutinise these indents and pass orders as to the Jails at which the various requirements of each prison are to be manufactured.

10. No article of clothing and bedding shall be purchased in the market, without the sanction of the Inspector General.

Dead Stock
articles.

11. The Superintendent of Jails may purchase locally, after obtaining competitive rates, articles of dead stock the value of which is Rs. 50 or less. They may also incur expenditure on the repair of dead stock articles provided the total cost of such repairs does not exceed Rs. 50 in each case.

12. If the cost of the dead stock articles to be purchased exceeds Rs. 50 and can be purchased locally as provided in sub-rule (i) of rule 2 above, the Superintendents of Jails shall submit an estimate in Form No. II to the Inspector General for sanction.

National Flags.
Articles of
Uniform.

13. The Inspector General may direct the Superintendents of Prisons to purchase the articles locally or to manufacture the same in the Jail factory whichever is found to be more economical.

14. The date of purchase and the cost shall be indelibly marked on, each article of dead stock immediately, it is bought and taken to Dead Stock Register as in Form No. III.

15. (i) National Flags are supplied by Government to the various officers every year according to their requirement. With a view to avoiding expenditure on the replacement of the Flags every year, proper care should be taken for the custody and maintenance of the flags, so that they last long. It is difficult to estimate the normal durability of a flag as it depends on the size and quality of the as also on the climatic conditions of the place where it is hoisted and the care taken to protect it from fungus, moths, etc. The Superintendents should have periodical inspection of the flags in their possession and ensure that proper care is being taken for their maintenance.

National Flags.

(ii) They should also see that the flags supplied to them from time to time are accounted for in the Dead Stock Registers in their offices as items of dead stock.

16. The indent for articles of uniform of Jail Guards shall be submitted by the Superintendents of Prisons to the Regional Deputy Inspector General in Form No. IV once in two years preferably in the month of April of the year when the indent is due. The Regional Deputy Inspector General will scrutinise these indents and pass orders as to the Jail where the articles should be stitched or manufactured and supplied.

Articles of
Uniform.

17. Batons, handcuffs, badges, whistles, whistle chains, belts, belt plates' kit boxes and haversacks are classed as articles of dead stock and are purchased out of the allotment for miscellaneous dead-stock and not from the grant for uniforms. Rain coats, greatcoats and umbrellas should be purchased from the grant for uniforms included under Miscellaneous Services and Supplies, but they shall be borne on Dead Stock Register as in Form No. III.

18. Buttons, badges and crests are stocked at Yeravda Central Prison and will be supplied to other Jails on indent to be sanctioned by the Regional Deputy Inspector General.

Miscellaneous
Articles.

19. Fodder received from the Jail garden shall be stocked for consumption by the Jail cattle during the dry season. If the stock of fodder runs short or if no fodder is grown in the Jail garden, the Superintendents may purchase their requirements locally at competitive rates with the prior sanction of the Regional Deputy Inspector General.

20. Superintendents of Prisons may make petty purchases of articles, the total cost of which does not exceed Rs. 20 per month like wicks and glasses for lanterns, seeds, manure, matches, etc. for which no contracts are given.

Medicines and
Drugs.

21. The Medical Officer shall submit the annual medical indents in form No. C. M. 28 Ac to the Medical Stores Depot, Bombay, through the Superintendents of Prisons and the Regional Deputy Inspector General of Prisons in accordance with the scheduled programme for the submission of the indent [Appendix XI (i) at page 419 of the Bombay Civil Medical Code] (Fourth Edition).

22. The Medical Officer should note that the indents are required to reach the Medical Stores Depot a fortnight in advance of the prescribed dates to avoid accidents; *vide* Rule 796 of the Bombay Medical Code, Part-I (Reprint 1951). He shall, therefore, see that it is submitted to the Regional Deputy Inspector General a month in advance of the prescribed date so that it can be scrutinised and transmitted to the Medical Stores Depot in time.

23. The requirements of drugs etc. shall be based on the average consumption of the last three years.

24. The Medical Officers shall accurately weigh and measure all articles remaining in store on the first day of the month in which the indent is due so that the exact quantities may be inserted in the proper column of the indent form.

25. Demands for stores not authorised in the price list of Medical Stores, (India) shall not be included in the "annual indents but if any such article is considered necessary, a requisition for the same shall be made separately to the Medical Stores Depot, Bombay through the Superintendent and the Regional Deputy Inspector General.

26. Medical Officers are strictly forbidden to prefer extra indents unless compelled by unforeseen and emergent circumstances which shall be clearly explained in a letter. Demands unaccompanied by explanatory letters will not be attended to by the Medical Stores Depot.

27. The name of the District and the name of the nearest Railway station shall be given in all documents (letters, indents, vouchers etc.) sent to the Medical Stores Depot.

28. The following documents will be received along with the stores supplied by the Medical Stores Depot.

(a) The duplicate copy of the indent which will serve as the delivery voucher.

(b) Two copies of the receipt vouchers.

29. (i) The boxes shall be unpacked in the presence of the Committee referred to in Rule 5 and any deficiency or breakages noted on the packing note. Articles found in excess shall also be reported. If any discrepancies are noticed, they shall be immediately reported along with the packing note to the Medical Stores Depot by the Medical Officer through the proper channel.

(ii) On checking the Stores, the Medical Officer and the Superintendent shall sign and return the receipt voucher immediately to the Medical Stores Depot, Bombay.

30. (1) A separate indent for the drugs which are not supplied by the Medical Stores Depot, Bombay, should be submitted by the Medical Officer to the Inspector General through the Superintendent of the Jail along with one or more of the following certificates to suit the particular case.

Arrangements
for the
purchase of
Medicines for
the Jail
Department.

(a) "The drugs are not supplied by the Medical Stores Depot on indent, nor are they likely to be supplied quickly by the firm with whom a rate contract is entered into by the Director of Industries and Central Purchasing Officer, and they are urgently required."

(b) "The disease from which a particular prisoner is suffering is likely to prove fatal but for the treatment with the drug,which is out of stock from and is urgently required."

Note.—The certificate at (b) above should be furnished when the purchase is to be made in unforeseen circumstances by the Superintendent in anticipation of Inspector General's sanction.

(ii) The Director of Industries and the Central Purchasing Officer should endorse copies of all rate contracts for drugs and medicines fixed by him for Civil Hospitals to the Inspector General of Prisons, State of Maharashtra, Poona who should then purchase such drugs as were not available from the Government of India, Medical Stores Depot against these rate contracts from the firms indicated by the Director of Industries and Central Purchasing Officer.

(iii) For emergency requirements of medicines i.e. when drugs are not supplied by the Medical Stores Depot on indent and also when the firm with whom rate contract is entered into, by the Director of Industries and Central Purchasing Officer is not likely to supply medicines quickly or when medicines are required by Jail Hospitals in unforeseen circumstances the Superintendents of Prisons, may purchase medicines locally with the formal sanction of the Inspector General of Prisons, State of Maharashtra subject to condition that the cost of such purchase does not exceed Rs. 3,000 per annum for use in the dispensary of the institution concerned.

Arms and
ammunition.

31. (i) Ordinance Stores such as small arms, 410 muskets, revolvers and ammunition are treated as “Controlled Stores” and are classified as Class ‘A’ Stores.

(ii) General Stores, clothing and accessories and components of complete equipment (i.e. spare parts of fire-arms, lubricants cleaning materials etc.) are treated as “uncontrolled stores” and are classified as Class ‘B’ Stores.

32. The following scales have been laid down for the supply of arms and ammunition for the Jail Staff:—

(A) Arms—(for service, practice and training):—

(i) Pistols/Revolver.455/38.—One per officer of and above the rank of Jailer.

(ii) Muskets .410.—One per Jail guard.

(B) *Ammunition for service* :—

(i) Muskets .410.—50 rounds per weapon.

(ii) Pistols/Revolver .455/.38.—30 rounds per weapon.

(C) *Ammunition for practice and training* :—

(i) Muskets .410.—75 rounds per capita per annum.

(ii) Pistols/Revolver .455/.38.—60 rounds per capita per annum for practice and 70 rounds per capita per annum for training.

Note.—(1) Blank ammunition for muskets will be supplied up to the extent of 10 rounds per weapon per annum for service and 10 rounds per capita per annum for practice training.

Note.—(2) The quantities indicated in the above scales for .410 musket ammunition are both ball and buck-shot ammunition and the proportion in which they should be issued has to be indicated by the Jails concerned not exceeding the total quota sanctioned.

33. The above scales should normally be followed in framing the annual forecasts and indents of arms and ammunition for Jail staff. In case arms and ammunition are actually required on a lesser scale, requirements shall be framed accordingly and if the above scales are found inadequate and supplies on a more liberal scale are considered essential, an adequate case shall be made out to justify the higher demand and the Inspector General's prior approval thereto shall be obtained before framing the requirements on a more liberal scale than the one prescribed above.

34. The annual forecast requirements of arms, ammunition, etc., may be prepared and furnished by the Superintendents of Prisons where there is an armed guard of Jail Department so as to reach the Inspector General not later than 5th January every year. The Inspector General will consolidate the forecasts and submit it through the Government of Maharashtra so as to reach the Ministry of Home Affairs, Government of India, New Delhi, on 1st February every year.

35. (i) While forwarding forecasts no reference or comparison will be made to any previous forecasts submitted by indentors.

General
instructions.

(ii) Forecasts will be prepared as per form given in Appendix II and forwarded in duplicate to the Inspector General of Prisons; a separate sheet being used for each VAOS section/sub-section.

(iii) Forecasts relating to one particular year should be forwarded in one lot and NOT piecemeal. To this end indentors will certify, in their forwarding letters, that no additional requirements for the particular year will follow, except in case of emergency.

(iv) Cat/Part No. nomenclature and accounting units of the items including in forecasts should be in accordance with those given in VAOS, WET/PER, or 301 Tables as applicable.

(v) Indentors, will ensure that surplus, if any, lying with them are taken into consideration while preparing forecasts.

Annual Indents.

36. (1) Separate single indent for arms and ammunition for service and ammunition for training for the whole year shall be prepared in quadruplicate in the forms (attached as Appendices III, IV and V) after taking into account the actual requirements, the strength of the Jail staff and the prescribed scales.

(ii) Separate sheets shall be used for CLASS 'A' and 'B' stores even if the VAOS Section is identical.

(iii) Full consignment instructions shall be furnished in respect of every indent.

(iv) The annual indents for ammunition required for practice shall be submitted by the Superintendents of Prisons where there are armed guards of the Jail Department so as to reach the Inspector General in the first week of April every year, and the annual indents in respect of the ammunition, required for service purposes shall be submitted when any quantity was actually used for that purpose in the preceding year.

37. The indents received from Jails will be consolidated and submitted to Government in the Home Department, Bombay for onward transmission to the Ministry of Home Affairs, Government of India, New Delhi, by the Inspector General of Prisons.

38. The supplies of arms and ammunition received in Jails shall be inspected by the committee and further steps taken as explained in Rule 5 before taking on charge the stores to the stock book.

Payment
by Book transfer.

39. In accordance with the existing procedure governing payment of stores by book debit issues, the following copies of issue vouchers are sent by the Ordnance Depot.

- (a) No. 1 copy (unpriced) along with the Raliway/Postal receipt.
- (b) No. 2 copy (unpriced) in the package.
- (c) No. 7, 8 and 10 copies (priced) by covering letter.

The Superintendents of Jails shall return to the Ordnance Depot the following copies duly signed and receipted/accepted;

- (a) No. 2 copy (unpriced). In token of receipt of stores.

(b) No. 7 and 8 copy (priced). In token of acceptance of the debit.

40. (i) Superintendents of Prisons shall prepare their annual indents in accordance with the scales fixed by Government under Government Resolution, D. D., No. GSO. 1452, dated the 1st May 1953 as amended from time to time, and also in accordance with the instructions laid down in the Printing and Stationery Manual.

Stationery
articles.

(ii) The indents shall be submitted direct to the Stationery Depot' of the concerned areas so as to reach them during the period from 15th to 30th January.

(iii) Orders issued by Government from time to time to effect economy in the use of stationery articles shall be strictly followed by all concerned and no demands for an additional supply of stationery articles shall be made unless there are special reasons to do so.

41. Whenever it is found that there is no alternative but to ask for additional supplies, the following information shall invariably be supplied to the Inspector General who will forward the supplementary indent to administrative department concerned i.e. Home Department for necessary sanction in consultation with Industries and Labour Department/Finance Department:—

(a) No. of members in the Jail Office who require stationery.

(b) In respect of each item of stationery.—

(i) No./quantity asked for in the annual indent.

(ii) No./quantity admissible as per scale laid down by Government.

(iii) No./quantity in balance at the time of submission of annual indent.

(iv) No./quantity actually supplied by the Stationery Depot, as the case may be (including 'Will follow' items).

(v) No./quantity required in addition to (iv) above. (vi) Reasons justifying the demand.

42. (i) No articles of stationery other than those mentioned in rule 35 of the Bombay Stationery and Printing Manual, Volume I shall be purchased locally.

(ii) Orders contained in Government Circular, Development Department, No. GSO. 1455-E, dated the 31st March 1956, as amended under

Government Circular, Industries and Co-operation Department, No. GSO. 1457-E, dated the 6th July 1957, should be followed strictly in regard to the local purchase of stationery articles.

Forms and
Envelopes.

43. (i) Annual indents for standard forms and envelopes shall be prepared (in duplicate) in the standard form Gen. 161 e, (obtained from the Manager, Yeravda Prison Press, Poona and sent to the Yeravda Prison Press, Poona), on or before the 10th of October every year.

(ii) Quantities sanctioned in the model indent by the Inspector General and recorded in the Office of the Director, Government Printing and Stationery, shall not be exceeded except with the prior approval of the Inspector General.

(iii) Further instructions are contained in Chapter XXIV of the Bombay Stationery and Printing Manual, 1943, Volume I.

44. A senior clerk in each Jail shall be made personally responsible for seeing that the forms and envelopes are kept in good order and properly accounted for. The Head Clerk shall check the account of forms maintained by the Senior Clerk regularly on the 1st day of every month and shall physically verify the stock of forms on the 1st October every year and see that the quantity shown as in balance is correct and agrees with the actual stock on hand.

45. The Inspector General will once in three years ascertain the requirements of special forms from the Superintendents of all Jails and prepare a consolidated indent in form No. Gen. 207 e. for the whole Department and submit it together with the latest printed specimen of the forms to the Director of Printing and Stationery, Bombay, by the 15th of April every three years for compliance.

FORM No. II

(See rule 12)

Estimate of () required for the use of the Prison at

Last Supply		No. on hand this day			Purpose for which required	Whether required to replace others which have become unserviceable or otherwise and how the unserviceable articles have been or will be disposed of
No.	Date	Serviceable	Repairable	Unserviceable		
1	2	3	4	5	6	7

FORM No. II—*contd.*

Articles required		Rate	Per	Amount	Whether the articles indented for are to be made in prison or purchased from bazar	Budget allotment		
No.	Name					Amount sanctioned by Government	Amount already expended	Amount now available
8	9	10	11	12	13	14	15	16

Rs. P.

JAIL FORM No. III

(See rules 14 and 17)

Register of Dead Stock and Factory and extramural Tools and Plant

Month and year of pur- chase	Name and descrip- tion of Article	No. of quantity	How obtained whether on cash payment from factory or from other prison and the reference No. and date sanctioning the purchase by the competent authority	Original cost		Condemned in 19 -19		Balance on 1-4-19		Balance on 19 -19	
				Rate per No.	Amount	No.	Original cost	No.	Original cost	No.	Original cost
1	2	3	4		5	6		7		8	

JAIL FORM No. III —*contd.*

Balance on 1-4-19		Condemned in 19		Balance on 1-4-19		Condemned in 19		Balance on 1-4-19		Condemned in 19		Balance on 1-4-19		Remarks
No.	Original cost	No.	Original cost	No.	Original cost	No.	Original cost	No.	Original cost	No.	Original cost	No.	Original cost	
9		10		11		12		13		14		15		16

FORM No. IV

(See Rule 16)

*Indent for Uniform for the Guarding Establishment of Prison
for the year 19*

Cadrewise strength of Jail guards	Name of article	Particulars about last indent			No. of Jail guards entitled to get the articles of uniform during the year
		Quantity or No. sanctioned	Quantity or No. received till 31st January	Quantity or No. still to be received	
		(a)	(b)	(c)	
1	2		3		4

FORM No. IV—*contd.*

Scale of articles per head	Total Quantity or No. required for Jail guards shown in Col. 4	Actual stock on hand on 1st February		Quantity or No. now required	Rate	Value	From whom to be obtained
		Quantity or No. to be sent to other jails for being issued to jail guards since transferred	Quantity or No. kept as a reserve stock				
		(a)	(b)				
5	6	7		8	9	10	11

Rs. P.

INSTRUCTIONS

- (1) Indent for articles or uniform to be based on the position of Jail Guards and stock as on 1st of February and submitted to Dy. Inspector General's Office on the 20th February annually.
- (2) Superintendents of Jails should be careful to indent for a full supply of articles for the year, so that it will not be necessary to send supplementary indents.
- (3) The articles should be despatched by the Superintendent of Central, District Prison before the 1st June to the Superintendent of the Prisons concerned.

INDENT FOR JAIL GUARDS UNIFORM

PRISON/JAIL
dated

No.

G/

Forwarded to Dy. Inspector General of Prisons, Yeravda/Nagpur/Aurangabad.

2. The last indent was sanctioned under I. G's. No., dated
Superintendent.....Prison/Jail.

No. dated

Transmitted to Superintendent Prison for compliance.

Dy. Inspector General of Prisons, Region.

APPENDIX I

[Substituted by G. R., H. D., No. RJM, 1058 (XVII)-XVI, dt. 2-2-1971.]

[See Sub-Rule (9) (b) of Rule 1]

*List of articles which can be purchased without reference to the
Central Stores Purchase Organisation*

Articles	Value upto which can be purchased	Officer authorised to purchase
1	2	3
1. Medical supplies purchased from Government of India, Medical Stores Depot.	Without limits but subject to budget provisions.	All Heads of Departments and Offices.
2. Surveying and mathematical instruments purchased from the Mathematical Instrument Depot, Bombay and Mathematical Instrument Office, Calcutta.	Do.	Do.
2-A. Products of Ordnance Factories under the Ministry of Defence, Government of India.	Do.	Do.
3. Stores covered by rate contracts of the Director General of Supplies and Disposals, Government of India.	Do.	All Direct Demanding Officer.
4. Articles manufactured by Government Departments or Institutions such as Jails, Habitual Offenders' Settlements, under the Habitual Offenders' Restrictions Act, Certified Schools under the Bombay Beggars Act, Production and Training Centres under the Education and Social Welfare Department, Shri Jagdamba Kushtha Niwas, Amravati and Kutumb Kalyan Sahakari Udyog Samiti Ltd., North Ambazari Road, Nagpur, Women's Institutions registered with the Registrar of Societies, Fellowship of Physically Handicapped, Bombay, The Muncherjee Nourojee Banaji Industrial Home for the Blind,	Do.	All Heads of Departments and Offices.

APPENDIX I—*contd.*

Articles	Value upto which can be purchased	Officer authorised to purchase
1	2	3
4— <i>contd.</i> Jogeshwari, Bombay, The Officer in-charge. Government Dental Factory, Calcutta-14, The Production Centre of the Maharashtra State Khadi and Village Industries Board, Chandrapur, Training-cum-Production Centre for ex-servicemen, Satara.	Without limits but subject to budget provisions.	All Heads of Departments and Officers.
4-A Non-edible oil soap except for aseptic work, i. e. dressing, operation theatres, etc. from Maharashtra State Khadi and Village Industries Board, at the lowest price after ascertaining the costs from the Government Departments or Institutions such as Jails, etc. enumerated in entry No. (4) above, and the Village Industries Board.	Without any limits but subject to budget provisions.	All Heads of Departments and Officers.
5 (a) Drugs, Instruments and apparatus required urgently by schools, colleges, Research Institutions or Hospitals.	(i) Rs.15,000 per year. (ii) Rs. 3,000 per year.	All Hospitals and the Director of Agriculture, Pune. Other Institutions.
(b) All Chemicals except acids, liquor-ammonia, caustic soda and charts. Animals for dissection, dissecting instruments required by schools, colleges and Institutions.	(i) Rs.2,000 per year. (ii) Rs. 10,000 per year.	Heads of Departments and Institutions concerned. The Director of Agriculture, Pune.
(c) Raw materials required for preparation of Ayurvedic and Unani medicines.	Without any limit but subject to budget provisions.	Pharmacists in-charge of the Government Ayurvedic and Unani Pharmacy at Nanded.

APPENDIX I—*contd.*

Articles	Value upto which can be purchased	Officer authorised to purchase
1	2	3
6. Methylated spirit, petrol and other allied products such as greases, lubricants, etc., blasting powder, hides and skins and all other articles of inflammable or volatile nature.	(i) Rs. 10,000 per year provided there are no rate contracts or special discounts for bulk supply if arranged. (ii) Without any limit.	(i) Heads of Departments and Offices. (ii) Aviation Adviser to Govt.
7. Books, maps, charts, periodicals, Educational and instructional films, and Gramophone records required by Government Institutions and offices.	Without any limit but subject to budget provision.	All Heads of Departments and Offices.
8. Nursery School articles, sewing class articles (including sewing machines) and Creche articles.	Without any limit but subject to budget provision.	All Heads of Departments and Offices.
9. Articles used in spinning raw and cotton and woollen yarn required by the Basic Training Centres and Inspector General of Prisons (except appliances and tools).	Rs. 1,000 per year.	Heads of Department and offices concerned.
10. Gymnasium equipment and sports goods.	Without any limit but subject to budget provision.	All Heads of Departments and Offices.
11. Band and Musical Instruments and their spare parts.	Do.	Do.
12. China Glass, Cutlery, Plates, Crockery and perishable articles, Sofa Sets, Judges' Chairs and perishable fabrics including Linen for buildings furnished by Government, cooking utensils. Plates and Kitchen necessities for hospitals and other educational institutions.	Do.	Do.
13. Consumable stores such as wood, charcoal, coal, coke, etc.	Do.	Do.

APPENDIX I—*contd.*

Articles 1	Value upto which can be purchased 2	Officer authorised to purchase 3
14. Manures-both organic and chemical.	Without any limit but subject to budget provision.	All Heads of Departments and offices.
15. Seeds and straw	Do.	Do.
16. Forest products such as fuel, timber, firewood, bamboo, grass and fodder.	Do.	Do.
17. Non-manufactured articles locally extracted and utilised without such modification such as rubble, stones, river sand, murum, other quarried materials.	Do.	Do.
18. Building material such as bricks, cement, bamboo matting, country tiles, gheru stones, marbles, lime and chalk.	Do.	Do.
19. Specialised machinery of products having only one make or one manufacturer.	Do.	P. W. D. Officers not below the rank of Executive Engineers and in the case of other Departments all Gazetted Officers in Class I service of the State provided they are Heads of the Departments or Offices.
20. *Spare parts of particular manufacturer for their own machinery and automobiles and for which there are no rate contract.	(i) 10 percent of the cost of the machinery in a year. (ii) Without any financial limit.	Do. (ii) The Aviation Adviser to Government.

*It should be interpreted to cover purchases of spare parts only when really need i. e. in the case of breakdown of the concerned machinery and not for purposes of storing for use to meet future emergencies. In the latter cases the indents should be forwarded to the Central Stores Purchase Organisation as usual *vide* Government Circular, I. and C. D. No. SPJ—259-1ND II, dated the 26-8-1959.

APPENDIX I—*contd.*

Articles	Value upto which can be purchased	Officer authorised to purchase
1	2	3
20-A. Spare parts for which there are rate contracts but are not available ex-stock from rate contract holders.	To the extent to meet immediate requirements but not exceeding Rs. 10,000 per year per Division.	I. and P. D. and B. and C. D. officers not below the rank of Executive Engineers, Director of Agriculture, Joint Director of Agriculture (Engineering) and Superintending Agriculture Officers.
21. Articles such as food stuff, skimmed milk powder, groceries, bottled food, cattle feed, etc.	Without any limit but subject to budget provision.	Heads of Departments and Offices.
22. All articles which are controlled in release or in price (for the duration of control only). The articles such as joists, heavy structural, rounds plates, etc. from producers or from the Registered stockists, as the case may be at prices limited by the controlled prices.	Without any limit.	Do.
23. Kerosene Oil	Upto 500 gallons	All Heads of Departments and Offices.
24. Stationery required by Officers of Prohibition and Excise Departments located in out of the way places.	Rs. 3,000 per year and limited to absolute requirements.	Excise and Prohibition Officers permitted by the Director of Prohibition and Excise.
25. Lino and Mono Metal required by Government Presses.	Without any limit but subject to budget provision.	Director, Government Printing and Stationery, Bombay.
26. Swords, scabbards and Lethal Weapons.	Do.	Heads of Departments and Offices.
27. Tents and Rahuties	Do.	Do.

APPENDIX I—*contd.*

	Articles 1	Value upto which can be purchased 2	Officer authorised to purchase 3
28.	Calculating machines at the rates approved by the Government of India' subject to the condition that they are certified to be so.	Without any limit but subject to budget provision.	Heads of Departments and Offices.
29.	Wooden furniture out side Greater Bombay limits.	Without any limits, but subject to budget provision and subject further to the condition that they are obtained through Jails, Government or semi-Government Institutions and failing that after calling competitive tenders and accepting the lowest.	Do.
30.	Stores, the total value of which is less than Rs. 5,000 except those stores which are not available locally and also those stores for which the Central Stores Purchase Organisation has made annual quantity or running rate contracts.	—	Do.
31.	Articles other than those mentioned above and which are required occasionally and urgently and in small quantities.	(i) The aggregate cost not exceeding Rs. 20,000 per year. (ii) The aggregate cost not exceeding Rs. 2,000 per annum of 50 per cent of contingent grant whichever is less.	(i) All Heads of Departments (not heads of offices) and P. W. D. Officer not below the rank of Executive Engineer, Civil Surgeons, Deans of Medical Colleges, Superintendent of Mental Hospital, Joint Director of Agriculture (Engineering) Superintending Agriculture officers. (ii) Other Gazetted Officers in class of the State Service provided they are Heads of Departments or Offices.

APPENDIX I—contd.

Articles	Value upto which can be purchased	Officer authorised to purchase
1	2	3
32. All articles mentioned in this Appendix required by the Institutions under the control of Heads of Departments or Regional Heads of Departments.	Within the limit laid down in this Appendix for each article subject to the condition that a report is made to Government in the case of the purchase by a Head of Department and to the Head of Department in the case of purchase by a Regional Head of Department when the lowest tender exceeds Rs. 5,000 in the case of Head of Department and Rs. 1,000 in the case of Regional Head or when he accepts tender other than the lowest and it exceeds the lowest tender by more than 5 per cent provided further that the tenders are accepted by a committee constituted by the Department for the purpose and not by any individual officer.	All Heads of Departments and Regional Heads of Departments under them.

Note.—In making purchase of these articles the normal procedure of inviting tenders, etc. as laid down by Government, in Government Resolution, Education and Industries Department No. 8000 dated the 14th May 1949 as amended from time to time should be strictly adhered to and reports of all such purchases should promptly made to the Central Stores Purchase Organisation in the standard form No. Gen. 255 C (Specimen appended hereto) copies of which can be had on indent from the Director, Government Printing and Stationery, Bombay. Similarly while making the purchase preference should be given to Cottage Industries Products to the extent laid down in Government Resolution, Education and Industries Department No. 8115, dated the 12th July 1949 as reprinted in Government Resolution, Industries and Co-operation Department No. 8115-G, dated the 27th March 1957 and as amended from time to time.

APPENDIX II

[Enclosure to Army Headquarters Letter No. 55654/MG/OS 1B, dated 8-6-1951.]

Service.....

Page No.

of Sheet

Forecast Requirements of Stores of Ordnance Origin

Gate or Part No.	Designation	A/U	Revised forecast requirements 1st April 19 to 31st March 19	First forecast requirements 1st April 19 to 31st March 19	Remarks
1	2	3	4	5	6

*(Only items in one VAOS Sub-Section to be shown on each sheet.)

APPENDIX III*Consolidated indent for arms for the year ending 31st March 19*

Jail Staff *Category of arms (1) Musket .410
(2) .455 .38 Revolvers.

*Delete the unnecessary item.

Authorised scale quote the relevant scale as mentioned in rule	Arms to which entitled on the basis of the scale mentioned in Col. 1	Actual holdings	Difference between Cols. 2 and 3	Present demand	Remarks	Consignment instructions
1	2	3	4	5	6	7

APPENDIX IV

Consolidated indent for service ammunition for the year ending 31st March 197

Jail Staff *Category of ammunition (1) Muskets.

(2) Pistols/Revolvers.

.38 .455

* Delete the unnecessary item.

No. of arms on charge	Authorised scale (quote the relevant scale as mentioned in rule	Quantity of ammunition to which entitled on the basis of the scale mentioned in Column 2	Actual holdings	Difference between Columns 3 and 4	Present demand	Remarks	Consignment instructions
1	2	3	4	5	6	7	8

APPENDIX V

Consolidated indent for practice/training ammunition for the year ending 31-3-19

Jail Staff *Category of ammunition (1) .410 Muskets.

(2) .38/. 455 Revolvers A

* Delete the unnecessary item.

No. of Officers and men for whom ammunition is required	Authorised scale (quote the relevant scale as mentioned in rule	Quantity of ammunition to which entitled on the basis of the scale mentioned in Col. 2	Actual holdings	Difference between Columns 3 and 4	Present demand	Remarks	Consign- ment instruc- tions
1	2	3	4	5	6	7	8